

## CHAPTER 103

### AIR MOVEMENT

#### **A. GENERAL**

1. The DOD must utilize members of the CRAF to the maximum extent possible unless there is a documented, negative, critical mission impact justifying non-usage. Air carriers of the US airline industry who are members of the CRAF provide aircraft and crews to support the DOD in emergencies when requirements exceed available military aircraft. TOs may obtain a current listing of DOD approved and CRAF carriers at the following internet address:

<https://business.transcom.mil> (select Components, Air Mobility Command, Directorates & DRUs, DO, DO Divisions, DOB, and DOD Approved Carrier List) or by contacting the DOD Air Carrier Survey and Analysis Division, HQ AMC/DOB, 402 Scott Drive, Scott AFB, IL 62225-5302, DSN 779-4343, Commercial (618) 229-4343.

2. IAW DOD policy, the following priorities in order of precedence will be used for passenger airlift:

a. AMC-procured channel airlift (Category B) must be used in connection with international travel unless there is a documented negative critical mission impact.

b. Scheduled commercial air service contracted through the GSA Airline City Pairs Program Contract.

c. Other US CRAF carriers.

d. DOD-approved, non-CRAF US flag carriers.

e. Scheduled service on US air carriers that are neither DOD-approved nor disapproved (for individual travel only).

f. DOD-approved foreign flag carriers.

g. Scheduled service on foreign air carriers that are neither DOD-approved nor disapproved (for individual travel only).

3. DOD Group Passenger Movements. TO's have the authority, with the concurrence of their respective DOD component, to route any size group, except for those groups requiring the purchase of a full plane charter. An international full planeload charter must first go to the TO's Service SAAM validator (See Paragraph B.3 below). Full plane charters will be arranged through the USTRANSCOM MCC (See Chapter 101, Paragraph C.7 for MCC contact information). To leverage the best prices for group travel, TOs should use the services of the USTRANSCOM MCC to solicit bids for group travel or encourage their commercial travel provider to use a central solicitation service. A central solicitation service is defined as an entity that has the ability to solicit bids for DOD group travel from any or all airlines to leverage the best price.

a. Once the provisions of Paragraph A.2 above are met, the following applies:

(1) A movement of 10 to 20 members traveling as a group fall under the GSA Airline City Pairs Program contract and are mandatory users of the GSA Airline City Pairs Program (See Paragraph B.2.).

(2) A group movement of 21 or more members fall under the Military Air Transportation Agreement (MATA) (See Paragraph E.1) and are not authorized users of the GSA Airline City Pairs Program.

b. Cancellation Policies and Fees. Reference the Airline City Pairs contract (Paragraph B.2) and/or the MATA (Paragraph E.1) for cancellation fee and policy information on groups.

## **B. TYPES OF AIRLIFT**

1. AMC Channel Airlift (Category B). AMC channel airlift is the transportation of passengers in full planeload lots on aircraft chartered from the commercial air industry. These international charter flights are scheduled by AMC on a regular basis to and from designated commercial airports and/or AMC gateways and/or military aerial ports. Users reimburse AMC at the common-user rate established in US Government Department of Defense (DOD) Airlift Rates (<https://public.scott.af.mil/hqamc/fm/rates.htm>). Passengers present an identification card and orders (annotated with an AMC unique control number (UCN)), to the AMC passenger agent in exchange for a boarding pass. Payment is made to the carrier via contract with AMC. AMC seat reservations on Category B passenger charters are normally available 90 days prior to departure. Official travel providers make seat reservations by contacting their regional Passenger Reservation Center (PRC) (See Figure 103-1.) or by making reservations directly in the AMC passenger seat reservation system, the Global Air Transportation Execution System (GATES) (See Paragraph J).

a. Maintaining a robust DTS capability is a major DOD war readiness contributor. DOD policy mandates utilization of the DTS to the maximum extent possible and mandates that all DOD customers share the cost of maintaining DOD war readiness. To that end, DOD passengers must use AMC when it meets mission requirements and must use AMC Category B charter flights where AMC flights are available for international movement, even if service can be provided at less cost by a commercial air carrier or commercial air service is preferred by the traveler.

b. DOD passengers on PCS orders will be routed on Category B IAW the DOD routing guide located at Appendix O. Once AMC Category B service is confirmed, commercial scheduled air service will be arranged to connect with the AMC flight.

c. The TO will request AMC Category B service and AMC must issue a non-availability notice to the TO before commercial air may be purchased on international routes that AMC services. See Appendix P for an example of an AMC non-availability notice. The reason for nonuse of AMC must be documented in the passenger record in the airline commercial seat reservation system at the time commercial travel is booked. See Appendix G for AMC response codes. If an AMC non-availability notice is not provided, the reason for non-use of AMC airlift must be documented in the passenger record in the airline commercial seat reservation system.

Nonuse of available AMC airlift because of a negative, critical mission impact identified by the traveler must also be documented in the passenger record in the airline commercial seat reservation system. This data will be reviewed jointly by the Service, HQ USTRANSCOM, and AMC transportation policy entities for compliance biannually in April and October.

d. Members may wear civilian attire aboard AMC-owned and contracted aircraft; however, they must adhere to individual DOD Component requirements and the DOD Foreign Clearance Guide.

2. GSA Airline City Pairs Program. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access “Travel on Government Business and Air Travel/City Pairs” on the GSA website: <http://www.gsa.gov>.

a. Some GSA routes may offer “dual fares”; one fare is an unrestricted fare (fare basis code “YCA”) and the other a restricted fare (fare basis code “\_CA”). The restricted fare differs from the unrestricted fare only in that the airline can limit the number of seats offered under the restricted, or “\_CA” fare basis (this is also referred to as “capacity control”). The unrestricted fare, or “YCA”, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The restricted fare is, in many cases, significantly less than the unrestricted fare. DOD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a restricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

b. Government contractors are not authorized use of GSA Airline City Pairs fares.

c. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

(1) Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

(2) The contractor’s flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

(3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government, to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to the government and military travelers on official business and may only be purchased with a GTR or government charge card, e.g., YDG, MDG, QDG, VDG, and similar fares.

(4) Rail service is available and such service is cost effective and consistent with mission requirements.

(5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

3. AMC Special Assignment Airlift Missions (SAAMs). SAAMs are missions performing special airlift assignments and provide an exclusive, one-time service. For SAAM validator information, contact the USTRANSCOM MCC (See Chapter 101, Paragraph C.7 for MCC contact information). See Appendix B for procedures to request SAAM movement.

4. Commercial International Air Charters. When AMC international contract is not the procurement medium, the most cost effective charter service that will satisfy mission requirements will be procured. The SAAM surcharge will not apply.

5. Commercial Scheduled Service. Applies to seats purchased on regularly scheduled commercial airlines. DOD Components may establish separate procedures to accomplish payments as long as the payment is through a contractor-issued travel card or a central billed account established under a GSA contract for commercial travel card services.

6. Commercial Domestic Air Charter Movements. Applies to group/unit movements on domestic commercial charters purchased by AMC via the Master Solicitation (MS) and is requested through USTRANSCOM/MCC (See Chapter 101, Paragraph C.7 for USTRANSCOM MCC contact information).

7. Charter Air Taxi.

a. Charter air taxi service may be used when it is cost favorable or when a less costly means of transportation does not satisfactorily meet the official travel requirement.

b. HQ AMC/DOD Air Carrier Analysis Branch (DOBA) approves air taxi carriers for DOD passenger service. Chartered air taxi service must be obtained from DOD-approved air taxi operators. If not held locally, a list of DOD-approved and disapproved taxi operators may be obtained from HQ MTMC. In addition, the list of approved air taxi carriers may be obtained by accessing Internet address: <https://business.transcom.mil> then select Components, Air Mobility Cmd, Directorates, DO, DO Divisions, DOB, and DOD Approved Carrier List. If the use of a non-DOD-approved air taxi operator is needed, the TO should contact HQ MTMC with their user requirements. However, in cases of AMC contract awards, air taxi operators are not required to have approved tenders on file to receive awards.

c. Once the use of air taxi service has been authorized, TOs may arrange the air taxi service with a DOD-approved operator. Normally, a GTR must be used to procure this service. A government-issued travel credit card may also be used. TOs must ensure that a DD Form 1341, (See Figure 102-3), is properly completed and forwarded to HQ AMC/DOY. TO's may download DD Form 1341 at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM> and must have them accessible for all travelers who travel by air movement. Completed copies must be returned to the TO, who in turn, must forward them to HQ AMC/DOY for quality control purposes.

8. Opportune Airlift. Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met. The service SAAM validator normally generates the request for opportune airlift to USTRANSCOM/MCC.

### **C. COMMERCIAL CHARTER AIRCRAFT, EXCLUDING CATEGORY B**

1. Full planeload charters must be arranged by USTRANSCOM/MCC (See Chapter 101, Paragraph C.7 for MCC contact information). When charter air service is required (other than charter air taxi service), only the services of DOD-approved carriers in the CRAF program, certified route carriers, and certified supplemental air carriers will be considered.

2. Standards of service for DOD charter airlift must be provided in the AMC-negotiated contract.

3. Upon presentation of proper identification, DOT inspectors or other representatives on official duty are authorized to ride any DOD-sponsored commercial flight to conduct inspections. If maximum load limitations are exceeded, passengers will be removed in the following order:

- a. Authorized carrier employees other than crew members.
- b. Members, who must then be furnished other commercial transportation.

4. All International SAAM charter air movements contracted by AMC and procured with TWCF funds will have a surcharge applied. Domestic charter air movements contracted by AMC do not have a surcharge applied.

5. Under current agreements, all air carriers are required to provide the following notifications in case of a delay or irregularities.

a. When it is known that the schedule established for a commercial air movement will be delayed at origin or other irregularities have occurred, such information must be reported immediately to HQ AMC/Tanker Airlift Control Center (TACC), and the origin TO. Except as stated in (c) below, no changes will be undertaken by the TO until the changes have been cleared with AMC authorized contracting personnel. HQ AMC/TACC must immediately notify AMC authorized contracting personnel who will notify USTRANSCOM/MCC of the delay. HQ AMC TACC must also notify USTRANSCOM/MCC if the mission is priority 1B1 or higher.

b. After a commercial air movement has departed and becomes delayed enroute, the carrier is responsible for notifying HQ AMC/TACC, who in turn must notify USTRANSCOM/MCC of the delay. If the mission priority is 1B1 or higher, HQ AMC/TACC must notify USTRANSCOM/MCC, the origin and destination TO, and the bus carrier with whom arrangements have been made for supplementary service at destination. In each instance, the notification must contain the following information:

- (1) Location where the interruption in service occurred.
- (2) Period of delay.
- (3) New destination terminal.
- (4) Mode of alternative transportation.
- (5) Time of departure from point of delay.
- (6) New estimated time of arrival.

c. If there is not enough time to notify and receive clearance from HQ AMC/TACC, as required in Paragraphs a. and b. above, emergency notification must be furnished to the TO and the bus carrier at destination. The carrier must notify HQ AMC/TACC immediately. HQ AMC/TACC must immediately notify HQ AMC authorized contracting personnel who will notify USTRANSCOM/MCC of the delay. HQ AMC/TACC must notify USTRANSCOM/MCC if the mission priority is 1B1 or higher.

d. DD Form 1341, (See Figure 102-3), is a form designed to be completed by the group leader or individual traveler to reflect transportation service provided. Passengers will return the completed form to the origin TO. The TO will mail the form to HQ AMC/DOY, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302.

#### **D. COMMERCIAL AIR CARRIER SERVICE (SCHEDULED SERVICE)**

1. Commercial air carrier scheduled service is defined as seats purchased from the commercial airlines.

2. Contractor personnel are not authorized to use government discount fares (including GSA Airline City Pairs fares) when purchasing commercial airline tickets.

3. Use of a US Air Carrier Engaged in a Code-Share Arrangement with a Foreign Flag Carrier:

a. Under a code-sharing agreement, air service on a particular route is provided by an US-certified air carrier either using foreign flag aircrews or using space on an aircraft owned and operated by a foreign flag air carrier.

b. The Comptroller General, 70 Comp.Gen. 713 (1991), determined that travel under a ticket issued by a US-certified air carrier which uses space on the aircraft of a foreign flag air

carrier under a code-share arrangement is considered to be transportation provided by US air carriers holding certificates, as required under 49 U.S.C. § 40118, Government-Financed Air Transportation. TOs may use this service since it is not in violation of the Fly America Act. Under such conditions, the US flag carrier issues the entire ticket, the flight is indicated in the computer reservation system by a US flag carrier code, and payment is made to the US flag carrier. Additional information on the Fly America Act is available at [http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newftr/301-10\\_135.html](http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newftr/301-10_135.html).

4. A passenger may be authorized a stopover at any point enroute when the carrier tariff permits a free stopover.

5. The TO must inform travelers of their responsibilities outlined in JFTR par. U2010, and JTR, par. C2201, Unused Accommodations, Downgraded, Or Oversold Transportation Services, regarding denied boarding, voluntary seat release compensations, and frequent flyer mileage credits. The traveler is responsible for managing and complying with these requirements. Receipt and accounting of compensation will be IAW instructions or procedures formulated by the DOD Components. The requirement can be satisfied through the use of mass media (base or post newspaper) articles if these are published on a recurring basis.

6. DOD personnel traveling on official business may not purchase commercial airline tickets at military furlough fares (e.g., BM, MM, QM, HM). These fares are to be used only by military travelers and their family members when traveling at their own expense on leisure travel.

## **E. CONTRACTS AND AGREEMENTS**

1. MATA. The MATA provides the terms and conditions under which a commercial air carrier may provide transportation of DOD passengers in situations not already provided for under Federal Acquisition Regulation contracts. It specifically applies to the transportation of groups of 21 or more passengers (military or civilian) routed on commercial scheduled services of major, national, regional, or commuter air carriers by AMC or DOD travel offices. It also provides for the charter of FAA Part 135 (air taxi and helicopter) aircraft in situations that occur sporadically, are unpredictable in nature, and do not warrant the creation of a binding contractual agreement. It does not bind the Government to award movements to the carrier and does not bind the carrier to offer to provide service. The MATA may apply to movements between points within the CONUS, Alaska, and Hawaii, or as otherwise requested by AMC. It is effective when approved and signed by AMC, and will remain in effect until terminated in writing by the carrier or canceled in whole or in part by AMC so long as the air carrier meets and complies with the DOD Commercial Air Carrier Quality and Safety Requirements. The MATA does not apply to individual passengers ticketed under the provisions of the GSA Airline City Pairs Contract nor does it apply to aircraft chartered under the provisions of the AMC MS, the AMC International Long Range Contract, or any other binding contractual agreement. Separate agreements for commercial scheduled service air carriers participating in the MATA are on file at HQ AMC Contract Airlift Division (DOY). The MATA can be accessed at (<https://public.scott.af.mil/hqamc/do/DOY.htm>). If the website is not accessible, contact HQ AMC/DOYAB at DSN 779-4791, Commercial (618) 256 4791. DOD Components may establish separate procedures to accomplish payment.



2. MS and International Airlift Contracts. Charter airlift services must be procured utilizing the MS for domestic movements or one of the International Airlift contracts for international movements. These procurement documents, which contain terms and conditions and minimum performance standards, are on file at HQ AMC International Airlift Branch (DOYA), Scott AFB, IL 62225-5001. The initial MS and updates are available at <http://www.fedbizopps.gov>. To view the MS, select FBO for Vendors, USAF/Offices, select Offices, Air Mobility Command/Location, select Locations, select HQ/AMC DOY Contract Airlift Scott AFB IL/Posted Dates, select Posted Dates, and Master Solicitation of Domestic Airlift Services. Based on competitive procurement procedures, AMC awards commercial carriers contracts for domestic charters. Commercial carriers receive payment for airlift services performed by submitting an invoice to DFAS in Omaha, NE (DFAS-OM/A) referencing their TWCF funded domestic contract (do not use a GTR). DFAS-OM/A bill units using the unit fund citation included in the group movement transportation request. Direct questions concerning carrier performance IAW standards of service to HQ AMC/DOYA at DSN 779-4791, Commercial (618) 256 4791.

**F. ACCOMPANIED PERSONAL BAGGAGE, GOVERNMENT-OWNED ANIMALS, AND MILITARY IMPEDIMENTA**

1. Personal Baggage.

a. Transportation of baggage by air must be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept; others apply weight limitations. Industry standards for free baggage allowance consists of two checked pieces not to exceed 70 pounds each or 62 linear inches and one carry-on piece not to exceed 45 linear inches, which must be securely stowed in the overhead compartment or under the seat aboard the aircraft. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos rather than pounds to measure baggage weight.

b. Authorization for excess baggage must be in the traveler's orders. The orders must specify the weight and/or number of pieces authorized. Excess baggage is defined as "baggage in excess of free allowances outlined in Paragraph F.1.a. above". For scheduled commercial air service, the traveler must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. If this procedure imposes an unwarranted hardship on the traveler, the TO may issue a GTR for excess baggage. Shipment of excess baggage for uniformed service members may be authorized/approved IAW Service regulations. Excess baggage transportation costs may be paid only when authorized/approved under JFTR par. U3015, Accompanied Baggage Transportation.

c. Government-Owned Animals. If accompanied by the handler, government-owned animals may be shipped as excess baggage if traveling via commercial aircraft. For international travel, government-owned animals are shipped as cargo via AMC Category M channels. If a handler does not accompany the animal, the animal must be shipped as cargo via both commercial and AMC airlift. AMC Category B service must be used as a last resort so as not to displace limited pet spaces. However, the DOD mission requirement always takes priority



among requests for pet space. Military working dogs and handlers may travel on AMC Category B to and from high threat areas after all other options have been exhausted.

d. **Military Impedimenta.** Military impedimenta accompanying individual passengers or group movements will be accepted and transported by scheduled carriers as excess baggage. Some carriers will apply freight rates even though it is handled as excess baggage. When excess baggage and air freight rates are both applicable for shipment of military impedimenta, TOs will use whichever method meets military requirements at best value. Military impedimenta moving in connection with individual passengers or group movements, when not accompanied by a passenger, must be transported as air freight under a bill of lading (BL).

## 2. Privately-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DOD-Owned and Controlled Aircraft.

a. Travelers using commercial air carriers are responsible for ensuring all laws and regulations of the US, its territories, foreign countries, and local municipalities are complied with regarding the possession, carrying, and shipping of privately-owned weapons and ammunition. The traveler should consult the commercial carrier to be used for the most current information since tariff rules are subject to change. For DLA employees, privately-owned weapons may not be transported in conjunction with travel.

b. Travelers using DOD-owned or controlled aircraft are permitted to place unloaded firearms and small arms ammunition in checked, accompanied baggage upon declaration of the items to passenger service personnel or their equivalent. When traveling to and from overseas, evidence of ownership is required for inspection by foreign and US customs officials (refer to the US Foreign Clearance Guide).

## 3. Government-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DOD-Owned and-Controlled Aircraft.

a. Couriers of weapons and classified material must ensure their TDY and TAD orders reflect "Courier Orders," and the orders (or attached letter from the individual's commander) reflect they are authorized weapon and security rounds; and are authorized to view loading and unloading of the material they are escorting.

b. Travelers using scheduled commercial airlines must have the authority to carry weapons included in the travel orders. TOs must coordinate with the carrier and brief the traveler regarding requirements for transporting weapons and ammunition. Weapons and ammunition must be declared at time of check-in. Containerized assembled weapons (unloaded) and ammunition must be carried in the baggage compartment.

c. Travelers (including couriers of weapons and classified material) using DOD-owned and controlled aircraft must have the authority to carry weapons included in the travel orders. The method for transporting weapons aboard aircraft will be determined by the responsible commander. When weapons are authorized for carriage in the passenger compartment, the bolt must be in the open position and a flag safety device inserted in the chamber of the weapon prior to boarding. Additionally, the bayonet must be separated from the weapon to ensure it is not easily accessible to the passenger. Weapons (unloaded) carried in the baggage compartment

must be containerized. When concurrent shipment of small arms ammunition (Class 1.4) is determined mission essential by the responsible commander, the requirement must be furnished to USTRANSCOM/MCC, along with other movement requirements.

d. Deployed members returning as individuals on emergency leave with an individual government-owned weapon must comply with Paragraph F. 3 above. Members should be in receipt of a copy of the original deploying orders reflecting authorization to hand-carry a weapon.

e. See Appendix I for additional information.

**G. TRAVEL IN CONNECTION WITH DEATH OF MEMBERS, DOD EMPLOYEES, AND/OR THEIR DEPENDENTS (BLUE BARK)**

Members or US citizen employees of the DOD or their dependents traveling in connection with the death of the member, civilian employee, or dependents of the above will be rendered all possible courtesies when returning to the CONUS following the death or missing status of the member, employee, or dependents.

1. The commander concerned will authorize travel according to JFTR, Chapters 4, 5, and 7 and JTR, Chapter 6.

2. TOs will coordinate with the traveler and/or designated agent to ensure prompt and courteous service is provided.

3. The mortuary and/or decedent affairs office must coordinate all enroute and destination requirements with the appropriate agencies to ensure every courtesy and comfort is provided throughout the journey.

4. If traveling via aircraft under the control of AMC, they must not be bumped from the aircraft enroute.

5. When traveling via AMC aircraft, each responsible AMC activity must identify the passengers as traveling in connection with the death of the sponsor or dependent.

6. If traveling via commercial carrier, the TO must ensure that the Passenger Name Record (PNR) identifies the circumstance in an Other Supplemental Information in the Commercial Reservation System (CRS) to ensure the commercial carrier is aware of the circumstances and renders enroute courtesies, e.g., travel in conjunction with death of spouse or child.

7. Based upon the desires of the sponsor or dependent concerned, the overseas commander or mortuary or decedent affairs office will coordinate the following with the military installation nearest the point of arrival in CONUS:

a. Billeting.

b. Onward transportation.

- c. Customs and Immigration--expedite customs and immigration clearance.
- d. Baggage--deliver the traveler's baggage to them immediately.
- e. Any other assistance desired by the traveler, e.g., nursery arrangements, Chaplain, etc.

#### **H. OPERATIONAL SUPPORT AIRLIFT (OSA), SPECIAL AIR MISSION (SAM), COMMON-USER AND ORGANIC AIRLIFT**

1. DOD policy on the use of government aircraft and air travel recognizes that travel on military airlift (MILAIR) is a premium mode of travel involving high costs and limited resources. It is essential that managers and commanders at all levels prevent misuse of transportation resources, as well as the perception of their misuse. Therefore, scheduling of MILAIR should be based on considerations such as purpose of the trip, the method of transportation required, and the priority of travel. Reporting requirements for OSA, SAM, and other organic aircraft are promulgated by the Service Secretaries.

##### **2. OSA.**

a. It is DOD policy that OSA aircraft must not be used for travel (other than those officials designated as "required use" travelers) if commercial airline or aircraft (including charter) service is reasonably available. Commercial airline service is considered to be available if it meets the traveler's departure and/or arrival requirements in a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of MILAIR is more cost-effective than commercial air, traveler can be added to previously planned flight, or other compelling operational considerations make commercial transportation unacceptable.

b. Requests for CONUS MILAIR transportation that may be satisfied by OSA aircraft must be submitted through Service validators to USTRANSCOM.

(1) All requests must have signatures and must be submitted by the senior traveler, validated by an authority, and include commercial cost estimate and a full justification for the use of MILAIR. The requesting officials or office must maintain all requests for a minimum of two years.

(2) Except when operational demands dictate otherwise, requesters must provide scheduling authorities with sufficient advance notice of flight requests (at least three days) and sufficient flexibility in departure or arrival times (at least two hours) to permit efficient employment of aircraft. The carrying of space-available passengers and/or cargo authorized by DOD 4515.13-R is strongly encouraged and will be accommodated to the maximum extent possible.

c. For further guidance, refer to DOD Directive 4500.43, Operational Support Airlift (OSA) and DOD Directive 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel.

## **I. PASSENGER TRACKING AND REPORTING**

1. Tracking. Users must use the Global Transportation Network (GTN) for passenger tracking on DOD missions. GTN account requests/information phone numbers are: Commercial (618) 229-1015, DSN 779-1015. GTN provides C2 and ITV information that integrates automated support to DOD. Passenger data that is reported to GATES/GOPAX is available in GTN. However, commercial passenger movement data arranged by commercial ticket offices is collected by the MTMC STATCO management information system.

2. Air Travel Data Reporting. MTMC/MTPP-SA is responsible for providing passenger statistics pertaining to official travel to OSD, USTRANSCOM, DOD Components, and government agencies from the STATCO management information system data. Data on air travel performed on individual GTRs must be submitted by DOD Component finance accounting centers monthly to MTMC/MTPP-SA as required by MOUs Reports Control Symbol (RCS) MTMC-17 (R1) and RCS MTMC-134. Data on individual and group air travel arranged and ticketed by CTOs providing travel services under contract with DOD Components must be submitted to MTMC/MTPP-SA on a monthly basis IAW MOUs between MTMC and the DOD Components. Reporting data elements to meet DOD airlift policy compliance must be incorporated in individual Service CTO contracts. See Appendix H for STATCO reporting instructions.

3. Policy Compliance Analysis. MTMC/MTPP-SA will provide USTRANSCOM/ TCJ4-Policy/Procedures Branch (LTP) annual and quarterly reports on airlift policy compliance IAW DOD travel policy. Reports must include an analysis of causes for policy deviation and recommendations for improvement.

## **J. AIR PASSENGER RESERVATIONS AND TRAVEL DOCUMENTS**

1. AMC Passenger Reservations: Official travel providers/TOs can make passenger reservations on AMC flights by accessing GATES directly. Reservation requests may also be made via telephone, fax, or by sending a message to a regional PRC (Figures 103-1 and 103-2). GATES access information is available at <https://gates.scott.af.mil/gates.htm> or by contacting HQ AMC/DOR, Scott AFB, IL, DSN 779-3533. New users require a National Agency Check or equivalent security clearance before a GATES password will be granted. Routing indicators are obtained from local installation Communications Centers; once obtained contact HQ AMC/DONB, Scott AFB, IL, DSN 779-7878 or Commercial (618) 229-7878 to have the routing indicator validated in GATES.

## **NORTH & SOUTH AMERICA (EXCEPT ALASKA)**

Scott AFB, IL (HQ AMC TACC/XOGE)  
DSN: 779-7862, Commercial: (618) 229-7862  
Toll Free: (800) 851-3144  
Fax: DSN 779-7876  
Hours of Operation: M-F 0730-1600L  
Closed on Federal Holidays

## **ALASKA/HAWAII/PACIFIC ISLANDS**

Hickam AFB, HI (735 AMS)  
DSN: 449-9973/4, Commercial: (808) 449-9973/4  
Hours of Operation: M-F 0700-1500L  
Closed on Federal Holidays

## **JAPAN/KOREA/FAR EAST**

Yokota AB, JP (730 AMSS/TR)  
DSN: 225-9941  
Hours of Operation: M-F 0730-1600L

## **EUROPEAN/AFRICA/NEAR EAST**

Rhein-Main AB, GE (726 AMS)  
DSN: 330-7251-5, Commercial: 49-(0)-69-699-7251-5  
Fax: DSN: 330-9215, Commercial: 49-(0)-69-699-9215  
E-mail: euoprc@rheinmain.af.mil  
Hours of Operation: M-F 0730-1600L

### **Figure 103-1. AMC Passenger Reservation Centers (PRC)**

- a. The following information is required to make an AMC reservation:

(1) Channel. Identify the origin APOE and the destination APOD. When AMC services a destination from two or more departure points, the TO will request AMC service from the alternate port(s) if a seat on the preferred routing is not available. (See Appendix O)

(2) Travel Performance Period (TPP). The timeframe the passenger is available to travel. The DOD Component will set up necessary controls to ensure the PRC is provided a flexible TPP using the following criteria:

(a) PCS. In arranging international transportation, a TPP of at least 10 days is required unless mission requirement (e.g., mandatory report date) dictates otherwise. See Paragraph (9) below for information on passengers with pets.

(b) TDY/TAD. The TPP must conform to mission requirements as stated in the travel orders.

[illegible]

(3) Name, Rank, and Number of Seats.

(a) Name. Provide last and first name.

(b) Rank. Provide grade and title codes as outlined in Appendix D.

(4) Priority and Type Travel. Provide the priority and type travel codes contained in Appendices C and E.

(5) Sponsoring Service. Provide the sponsoring service code located in Appendix F.

(6) Base or Installation Routing Indicator.

(7) Personal Identification (PID). The PID (member/sponsor's SSAN) is used for reservation control. The PID is assigned by the requesting TO and must be used on all subsequent transactions such as confirmation, tracer action, cancellation, etc.

(a) Dependents Traveling Unaccompanied. Dependents traveling unaccompanied without the sponsor's PID will use their passport number.

(b) Dependents Traveling with Member or Spouse or Joint Spouse Travel. Arrangements can be made for concurrent travel of a military husband and military wife. Request reservations in each individual's name or in one name; identify both as members.

(c) Team Travel. The requesting TO may assign a unique Routing Identifier Code (RIC) for team travel requests. The RIC may be determined by entering seven letters of the TO routing indicator or the term "GROUPB" followed by a three-position numbering system to account for the order of team travel requests. Personal SSAN should not be used with team travel requests because travelers are known to change frequently. Use the following example:

(1) GROUPB001 (For first request submitted, then 002, etc.)

(2) RUEOVLA01 (Routing indicator reflecting first request submitted for that month.)

(d) Air Reserve Component Team Travel. Develop RICs for Air Reserve Components (ARC) using the unit designation. For example, the 105 Aerial Port Squadron (APS) would read ARC105APS. Using the unit designation standardizes ARC moves and expedites port processing.

(8) Customer Identification Code (CIC). The CIC is used by AMC to bill its customers for travel. TO's should provide the CIC at the time of booking the AMC seat reservation. If not available at the time of booking, once travel authorization is received, GATES should be updated with the CIC.

(9) Pets: DOD TOs must ensure up-to-date pet shipment information (proper cage type, required documentation, etc.) is provided to travelers. In addition, ensure travelers understand pet shipment is at their own expense. AMC pet shipment criteria:



- (a) PCS passengers only.
- (b) Dog or cat only.
- (c) Each pet weight limit is 150 pounds (including kennel). Weight limit cannot be waived.
- (d) Pets must be accompanied by their owner.
- (e) Limited to two pets per family (see Notes below).
- (f) Pet shipment is at traveler's expense.
- (g) Reservations booked on a first come, first served basis.
- (h) Recommend a 20-day travel performance period be provided when submitting reservation request to accommodate passengers and pet on same aircraft.
- (i) Contact the Scott AFB PRC (TACC/XOGE) for additional pet information, DSN 779-7862, commercial 618-229-7862, or toll free 800 851-3144.

NOTES:

1. Grand fathered Pet Policy: AMC will ship more than two pets to CONUS (only), as long as the sponsor has documented proof that AMC moved these pets overseas prior to 1 Sep 2001 (the date the two-pet-limit-per-family policy was implemented). Contact the Scott AFB PRC to arrange the additional seat (see Note 3).

2. Space Available Pet Program: 15 days prior to AMC flight departure, pet spaces open in GATES are available to travelers that already have 2 pet spaces booked. Contact the Scott AFB PRC to arrange the additional space(s) (see Note 3). After the additional space(s) is booked, the TO will print out a confirmation for the traveler from the GATES pet/reservation screen. The traveler must retain this confirmation and present it upon request, as the authority to move more than two pets per family. Note: Pets moved under this program are not eligible to move under the grand fathered Pet Policy, and will only be moved back to CONUS under the Space Available Pet Program.

3. A waiver is required to move more than two pets, request an additional pet space(s) under the pet space available program, and to request a pet space(s) seat under the grand fathered pet policy. Pet waiver forms may be obtained from: <https://tacc.scott.af.mil/directorates/xog/prc.asp>. Email the request to [petwaivers@scott.af.mil](mailto:petwaivers@scott.af.mil) or FAX to DSN 779-7876, commercial 618-229-7876.

(10) Special Requirements. Identify any special requirements on the next blank line after the requester (e.g., excess baggage, disabled passenger services, special meals, etc.) if not previously addressed above.

b. Space Required Reimbursable Travel. The categories of space available passengers authorized space required reimbursable travel are identified in DOD 4515.13-R. A cash collection voucher must be accomplished and a copy of the form attached to the orders used for passenger check-in. The TO may affect a DD Form 139, Pay Adjustment Authorization, (Figure 103-3) for members remaining in pay status.

## 2. AMC Reservation Response.

a. If seats are available on an AMC Category B mission, the AMC reservation will be confirmed immediately and GATES will respond by displaying a confirmation and the flight information. GATES will send an additional e-mail response to TOs with direct GATES access (See Appendix P). TOs will be notified of any changes to the original flight information by email and will notify the passenger. It is recommended the passenger contact their TO to reconfirm flight information a few days prior to departure.

b. If no seats are available in GATES on the requested AMC channel, the TO will place the request into a hold status in GATES (either directly into GATES or by contacting a PRC). AMC will respond with a confirmation or an AMC non-availability response (Appendix G). If an AMC response is not available, the passenger record in the airline commercial reservation system will be annotated with the reason AMC was not used.

<b>PAY ADJUSTMENT AUTHORIZATION</b>			<i>Note: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>			
MEMBER (Last name) (First) (Middle)		SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
<b>PUBLIC JOHN</b>		<b>000-00-0000</b>	<b>MR3</b>	<b>USN</b>	<b>19 AUG 01</b>	
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)	AMOUNT	APPROPRIATION DATA			
<b>E-4</b>		<b>\$89.00</b>	<b>00000022 2I 000000 00000071131</b>			
FROM	<b>NAVY PASSENGER TRANSPORTATION OFFICE PERSONNEL SUPPORT ACTIVITY, NORFOLK BLDG. A48, NAVAL STATION NORFOLK, VA 23511-5115</b>		NAME OF ACCOUNTABLE D.O.			
			SYMBOL NO.		G.A.O. EXCEPTION CODE	
TO	● <b>OFFICER IN CHARGE</b> <b>PERSONNEL SUPPORT ACTIVITY DETACHMENT</b> <b>NAVAL AMPHIBIOUS BASE, LITTLE CREEK</b> <b>NORFOLK, VA 23521-55450</b> ●			YOU ARE HEREBY AUTHORIZED TO <input checked="checked" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE		
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
<b>GTR B1,046,052 ISSUED TO UNITED AIRLINES FOR AIR TRANSPORTATION FROM WASHINGTON, D.C. TO NORFOLK, VA. COST TO GOVT \$89.00.</b> <b>AMOUNT TO BE CHECKED \$89.00</b>  I hereby acknowledge receipt of the above listed GTR and agree to a one-time pay account checkage for transportation Provided.  John Public						
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>						
FROM	<b>NAVY PASSENGER TRANSPORTATION OFFICE P&amp;D NORFOLK BLDG. A68 NAVAL STATION NORFOLK, VA 23511-5115</b>		CERTIFYING OFFICER (Name, rank/grade, and signature)  <b>J. DOE. T.O. NAVPTO NORFOLK, VA</b>			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO	● <b>NAVY PASSENGER TRANSPORTATION OFFICE</b> <b>PERSONNEL SUPPORT ACTIVITY, NORFOLK</b> <b>BLDG. A48, NAVAL STATION</b> ● <b>NORFOLK, VA 38511-5115</b>			TYPED NAME AND GRADE OF D.O.	
					D.O. SYMBOL NO.	DATE
					SIGNATURE	

DD FORM 139, MAY 53 (EG)

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen. US

April 23, 1953

Designed using Perform Pro, WHS/DIOR, Jun 94

**Figure 103-3. DD Form 139, Pay Adjustment Authorization**

### 3. AMC Travel Documents.

a. **Required Documentation.** For travel via AMC airlift, four legible copies of the passenger's travel orders are required, containing an AMC UCN and a CIC. A Travel Sheet should be issued for each passenger (See Paragraph J.3.e and Figure 103-4).

<b>Travel Sheet</b>		<b>Do not lose or destroy</b>			
Mission Number:		Name of Traveler:		Number of seats:	
Origin: <b>Baltimore-Wash IAP</b>		Destination		Showtime:	
				ETD:	
				ETA:	
BALTIMORE-WASH IAP: AMC counter is located in the international pier (Pier E), upper level. Personnel are available for assistance during all flight operating hours. Customer Svc phone: (410) 918-6900 or DSN 243-6900, FAX; (410) 918-6932 or DSN 243-6932. HOURS: 0800-1600 Mon-Fri when flights are departing/arriving. The AMC ticket counter is marked by a large sign: 'AMC TICKET COUNTER'.					
COMM/FLT ITINERARY:	DATE	FROM	TO	DEPART	ARRIVE

#### **ABOUT YOUR RESERVATION**

1. **Required Check-in Time.** Passengers must be at the AMC counter at least 2 hours and 20 minutes prior to the flight departure time. International flights always require additional time to process passengers.

2. **Uniform Requirements.** When required to travel in uniform, you must wear the appropriate uniform as prescribed by the Service's uniform regulations and the Foreign Clearance Guide. When allowed to travel in civilian attire, clothing must not be torn, dirty, tattered, etc. For safety purposes, when traveling on AMC organic aircraft, open toe shoes are not allowed.

3. **Don't be a no-show for your flight!** If you are unable to make your scheduled flight, contact your installation transportation office or the passenger terminal at your departure point.

#### **ABOUT YOUR BAGGAGE**

1. **Check-in Early.** Present an onward commercial ticket or the travel sheet upon check-in and request your baggage be checked through to your final destination. NOTE: for AEF missions, there is no baggage interlining. You must claim your bags and recheck at the AMC Counter.

2. **Free Baggage Allowance.** Two pieces with each piece not over 62 linear inches (length + width + height) and not weighing over 70 pounds each. Carry-on baggage is limited to two pieces and must fit under the seat or stored in the overhead bin. Approximate dimensions are 9" x 14" x 22" for a total of 45 inches.

3. **Excess Baggage.** You must pay a fee for each piece of baggage not authorized in your orders. However, commercial airlines will normally require payment even if excess baggage is authorized in your orders. If authorized in your orders, keep your receipts and file for reimbursement.

**Figure 103-4. Sample Travel Sheet**

b. AMC UCN. The UCN is created automatically in GATES when an AMC reservation is confirmed. In the event that a UCN must be constructed manually, the following format must be used:

- (1) Positions 1-2, first/last name initials of traveler.
- (2) Positions 3-6, last four digits of the SSAN.
- (3) Positions 7-8, last two digits of the fiscal year travel is performed.
- (4) Positions 9-11, Local Aerial Port Code of booking site.

(5) Positions 12-14 are numbers randomly assigned by the AMC GATES passenger reservation system for each passenger trip, starting with 000. Use 000 if manually constructing the UCN.

Example: Name: Ashton Tregoning, SSN: 123-45-6789, Belleville.

UCN is AT678902BLV000.

c. Distribution of Orders. The TO annotates the AMC UCN on four copies of the travel order in the upper left-hand corner.

- (1) TO retains one station file copy.
- (2) One copy is attached to the Travel Sheet that must be turned in at the AMC counter by the passenger prior to commencing travel.
- (3) Member/employee retains one copy to file with travel voucher.
- (4) TO forwards one copy to the fiscal accounting station as indicated in Paragraph J.3.i. (2) below for TAD/TDY only.

d. CIC. TOs must ensure travel orders contain a CIC. The CIC may vary depending on the Service or agency that is charged for the passenger travel. For PCS travel, the CIC is assigned and placed in the PCS orders by the order-issuing authority. For TAD/TDY travel, the CIC is constructed by the order preparing authority. All CICs contain 15 digits. Refer to the Service regulation for CIC instructions.

(1) Air Force: DFAS-Denver 7010.3-R, Travel Transactions at Base Level and AFI 65-103, Temporary Duty Orders.

(2) Army: DFAS-Indianapolis Regulation 37-1, Finance and Accounting Policy Implementation.

(3) Marine Corps: MCO 4631.9G, Construction and Use of Customer Identification Codes Applicable to Marine Corps-Funded Passenger Travel via Air Mobility Command Service.

(4) Navy: Office of the Comptroller of the Navy Instruction 4600.2B, Customer Identification Codes for Temporary Additional Duty Travel.

e. Travel Sheet. A Travel Sheet is issued to each passenger traveling via AMC airlift. The Travel Sheet contains specific instructions pertaining to the flight, i.e., point of origin, destination, flight number, date, and specific reporting instructions. Figure 103-4 provides a sample Travel Sheet. TOs are authorized local reproduction of the sample.

f. Nonappropriated Fund (NAF) Travelers. NAF or other non-DOD authorized travel via AMC airlift, i.e., contractors:

(1) If NAF travel orders do not contain a CIC, the travel orders must be annotated with the proper billing address to allow AMC to bill the cost of travel correctly.

(2) Contractor travel orders do not contain CICs, therefore the correct billing address must be annotated in the travel authorization so that AMC can properly bill the contractor for transportation provided.

g. Cost Charge Procedures. Cost-charge AMC airlift will only be provided to members/employees when cost charge GTRs cannot be used because of lack of scheduled commercial service or border clearance requirements. When cost-charge AMC airlift is provided, DD Form 139 must be prepared for the cost of the transportation provided. Service policy must determine if the individual should be charged at the government/non-government tariff rate provided in US Government/Non-Government Department of Defense (DOD) Airlift Rates (<https://public.scott.af.mil/hqamc/fm/rates.htm>). The DD Form 139 must be distributed as per instructions of the Service concerned.

h. Group Travel.

(1) For group travel other than family groups, each individual traveler must have travel orders annotated with both an AMC UCN and a CIC. When orders reflect more than one passenger, a separate UCN must be issued for each CIC listed.

(2) For family groups, all members of the family travel on the sponsors orders, AMC UCN, and CIC. Each dependent must be listed by name on the orders, port call (Navy only), or DD Form 884, Application for Transportation of Dependents (See Figure 102-4).

i. Distribution of Orders (TAD/TDY Travel Only):

(1) Copies of travel orders are used by AMC to bill the user. It is imperative that a copy of the travel orders, properly annotated with both an AMC UCN and CIC, be forwarded to the Service agency that is responsible for making payment to AMC for the transportation provided.

(2) TOs must forward one legible copy of travel orders used for TAD/TDY travel via AMC airlift as follows:

(a) Air Force and Army -- Mail to DFAS. A copy of the Fiscal Station listing can be obtained from the DFAS-IN-FT, Indianapolis, IN 46249-5000.

(b) Marine Corps --      Commanding General  
Marine Corps Logistics Base/470  
814 Radford Blvd  
Albany, GA 31704-1128

(c) Navy --                Defense Finance Accounting Service  
DFAS-OFPT  
ATTN: CTO Billing  
901 SAC Boulevard  
Offutt AFB, NE 68113-5680

## **K. AMC AIRLIFT SERVICES**

1. AMC-managed passenger terminals will provide a complete range of services to accommodate arriving and departing passengers and travelers awaiting AMC air travel. All DOD passengers (space required and space available) will be provided prompt, courteous, and professional service on an equitable basis. Address problems directly to passenger services personnel for resolution.

2. Commercial Airports. If a mission is operating to/from a commercial airport that does not have on-site military service personnel available, ensure that passengers are briefed that there may be little or no passenger support prior to scheduled show time or after flight departure time.

3. Delayed, Overflowed, or Diverted Flights. AMC is required to provide maximum information and assistance to effect onward movement for all delayed passengers. AMC is responsible for providing meals and lodging for only those duty passengers who are in a group travel status (no per diem authorized) that are en route to destination IAW Memorandum of Understanding, Support of Service Members on Delayed Airlift Service Industrial Fund (ASIF) Aircraft Between the Armed Services and Single Manager Operating Agency for Airlift Service. Passengers entitled to per diem on their travel orders do not receive meals and lodging at AMC expense. See AMCI 65-602, TWCF Budget Operations, Concepts, and Accounts, Chapter 6, Paragraph 6.8 for additional guidance.

4. Baggage Services. AMC is responsible for processing unclaimed, damaged, pilfered, rush, and mishandled baggage. Travelers should contact the Lost and Found Representative for assistance as soon as they identify that a problem exists for AMC-controlled missions.

## **L. FORECASTING PASSENGER AIRLIFT REQUIREMENTS**

DOD common-user channels (Category B or M) require movements to be forecasted accurately to allow aircraft scheduling, budget programming, contracting, and other actions. USTRANSCOM/MCC collects space-required airlift requirement forecasts from DOD Components. Included are movement requirements for members, DOD civilian employees, and dependents that are expected to travel space-required TAD or TDY, PCS, and emergency or



special combat leave. Space available travel is not included. For additional guidance, see Appendix J.

## **M. ESTABLISHING, SUSPENDING, CHANGING, AND CANCELING CHANNELS**

AMC channels are established, suspended, changed, or canceled based on the requirements and upon the request of the military departments and/or theater unified commanders. Although the potential requirement to add, delete, change, or suspend channels may originate from various sources, a Service HQ or theater-unified commander must validate and USTRANSCOM approve, the requirement. See Appendix K for additional requirements.

## **N. DOD PASSENGER MANIFESTING POLICY**

1. Passenger manifesting is required on all DOD owned and controlled aircraft. Passenger manifesting systems and procedures must facilitate compliance with the 49 U.S.C., §41113, Aviation Disaster Family Assistance Act by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. To this end:

a. Service passenger manifesting systems and procedures must collect, at a minimum, the following information from each passenger:

(1) Passenger Name.

(2) Rank.

(3) SSAN or passport number (if a military/employee dependent lacks a SSAN or passport number, the sponsor's number will be used).

(4) Status (active, reserve, retired, dependent, civilian employee).

(5) The sponsoring military Service, agency, or employer.

(6) The name and telephone number of an emergency contact not traveling with the passenger.

(7) Minimum data elements to be collected for a unit move include items 1 through 6 above, and ULN, POE, and POD.

b. The information above will be collected unless the passenger is incapable of providing the information, or an emergency precludes its collection. In the event a passenger refuses to or cannot provide emergency contact information, a manifest entry reflecting the fact will be made. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.

c. Service unit move passenger manifesting systems and procedures must collect and maintain the information prescribed above in an electronic format that is readily accessible and

available for immediate transmission to other DOD organizations, including USTRANSCOM, non-DOD government organizations, and other authorized recipients. Emergency contact information collected from passengers must be used solely for the purpose of making notifications in the event of an emergency. This information must be destroyed when no longer needed for its intended purpose. Agencies must ensure that records destruction are handled IAW authorized procedures for disposal of records.

d. These requirements apply to all systems and procedures used to manifest military and civilian passengers traveling:

(1) On all civil aircraft chartered by or on behalf of the DOD to provide passenger transportation, when the DOD is responsible for manifesting passengers.

(2) On DOD aircraft operated in common user airlift service, e.g., the airlift provided on a common service basis for all DOD agencies and as authorized, for other agencies of the US Government. Aircraft under this definition include AMC organic aircraft, OSA aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.

(3) On any DOD aircraft when one or more passengers are civilians (including DOD and non-DOD civilian employees, couriers, travelers on public affairs events, dependents, contractors, retirees) who are not part of the crew or on board the aircraft for operational support purposes. This includes NEO operations.

2. Manifesting responsibilities. Manifesting of passengers is the responsibility of the POE and enroute stops. For unit moves, the respective Service deployment automated information system will be the primary means to generate and transmit an electronic manifest to the GTN and associated down-line stations. The terminal or manifesting agency will ensure compliance with the above procedures including reporting the arrival and departure of unit personnel at all nodes from origin to destination within one hour of the event to GTN IAW DOD timeliness criteria.

3. The following decision table applies in the case of unit moves supporting contingency, exercise, and deployment operations.

**Unit Move Passenger Manifesting Process**

<b>IF</b>	<b>AND</b>	<b>THEN</b>
1. Tanker Airlift Control Element (TALCE) on scene (See Note 1.)	Unit is using Service deployment system to process passengers	Deploying unit manifests using deployment system for their service.
2. TALCE on scene (See Note 1.)	Unit has no Service deployment system support	TALCE manifests using the Global Air Transportation Execution System (GATES).
3. AMC terminal or operating location (OL) on scene	Unit is using deployment system to process passengers	Deploying unit manifests using Service deployment system.
4. AMC terminal or OL on scene	Unit has no Service deployment system support	AMC manifests using GATES.
5. No TALCE, AMC terminal or OL on scene	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.

IF	AND	THEN
6. No TALCE, AMC terminal or OL on scene	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as Cargo Movement Operational System (CMOS), Transportation Coordinator's Automated Command and Control Information System (TC-ACCIS), Groups Operational Passenger System (GOPAX), or local software. (See Note 2.)
7. Service operated terminal (Non-AMC)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
8. Service operated terminal (Non-AMC)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, TC-ACCIS, GOPAX, or local software (See Note 2.)
9. Self deploying unit	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
10. Self deploying unit	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, TC-ACCIS, GOPAX, or local software (See Note 2.)
11. Supercargoes	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
12. Supercargoes	Unit has no Service deployment system support	Manifested within the MTMC Worldwide Port System.
13. Non-Combatant Evacuation Operation	Unit has no Service deployment system support	Non-Combatant Evacuation tracking system will be used and passed to GTN.

Notes:

1. Deploying units requiring TALCE manifesting support will request support in advance by including requirements in airlift support request.
2. Deploying units will use their Service deployment system of record to transmit manifests into the GTN. When Service deployment systems cannot send automated manifests to the GTN, an electronic file will be sent (i.e., e-mail, ftp) to locations that have an automated interface with the GTN.
3. Self Deploying Unit: Includes any unit that has assets that can carry its own personnel and equipment to the deployment location (i.e., an air refueling tanker unit).

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## **CHAPTER 104**

### **BUSES**

#### **A. GENERAL**

1. Agreements. Separate agreements for bus companies, party to the Military Bus Agreement (MBA), are on file at MTMC. The agreements and updates are available at the following Internet address: <https://www.mtmc.army.mil>, then select Passenger, Carriers & Programs, and Bus Carriers or by contacting HQ MTMC, ATTN:MTTPP-AS, 200 Stovall Street, Alexandria, VA 22332-5000. For the use of buses outside the CONUS, the theater CINC must establish bus agreements.

2. Standards of Service. Standards of service for travel of DOD personnel by commercial bus transportation are prescribed in Figure 104-1. These minimum standards are intended to ensure the provision of carrier service commensurate with authorized entitlements. In emergency situations, carriers must comply with the prescribed standards to the extent that circumstances permit. The standards of service apply to all commercial carrier equipment used for moving Government entities in domestic transportation arranged by MTMC, HQ AMC Contract Airlift Division, and TOs. USTRANSCOM/MCC or the TO must prescribe bus equipment requirements for group movements of DOD-sponsored travel. In overseas areas, theater commands must establish standards of service. Selection of buses for various group movements will be dependent upon the carrier's vehicle capabilities. The following types of buses are to be used for passenger operations:

- a. "Intercity" buses must be used for movements that exceed 60 miles.
- b. "Intercity" or "Intracity" buses may be used for movements of 60 miles or less.

#### **B. ROUTING AUTHORITY**

Air is the preferred mode of travel unless the orders issuing authority specifies otherwise in traveler's orders. When bus is the selected mode of travel, all routing may be accomplished by the TO. Only DOD-approved bus companies with agreements on file with MTMC and USTRANSCOM will be used. TOs have the option of requesting assistance from USTRANSCOM/MCC.

#### **C. PROCUREMENT PROCEDURES**

1. Government entities must ensure that only DOD-approved carriers are considered when arranging charter bus service within their routing authority.

2. Bids must be solicited from at least three carriers (if and when available) and the carrier offering the best value service must be selected. Factors that influence selection, regardless of cost, are sufficient equipment to perform the move and overall condition of the equipment with emphasis on the areas that affect safety, timely and responsible service, and conduct and performance of operating personnel. Carriers are not required to be represented by an agent to

receive solicitations or awards. Awards must be made in writing along with any changes made after award. TOs must also request a copy of the awarded carrier's tender of service for their files. This will assist in resolving billing problems and provide a detailed file in the case of a protest. In addition, brokering by carriers is not an acceptable practice under the MBA.

3. Inspections. Random inspections are performed by MTMC, AMC, or their contracted representatives and upon request by TOs. In addition, TOs are to inspect buses upon arrival at origin prior to passenger movement. Group leaders must also inspect the buses. Standards for TO inspections of bus equipment are outlined under the Vehicle Inspection Criteria portion of DD Form 1341 (See Figure 102-3). TOs must provide MTMC/MTPP-AS information concerning TO-arranged chartered bus movements, by FAX or message, as soon as movement information becomes known. This action will allow MTMC an opportunity to arrange bus safety inspections.

#### **D. CHARTER BUS SERVICE**

The TOs should open a government charge card account for surface moves to help streamline their payment process and minimize the use of the GTR. The TOs will reconcile these bills IAW DFAS procedures. The GTR payment process is as follows. Upon completion of each charter bus movement, the TO must complete the Government Charter Coach Certificate (GCCC) furnished by the carrier. One copy of the GCCC must be retained by the TO. The original and one copy must be returned to the carrier along with the completed GTR. Charter bus moves or individual tickets for bus transportation may be charged on a government travel card. For additional information concerning bus agreements, cancellation fees, subservice, etc, see the MTMC web page at <https://www.mtmc.army.mil>, then select Passenger, Carriers & Programs and Bus Carriers.

#### **E. BAGGAGE**

Free baggage allowance in the CONUS must be IAW the carrier's offer of service or standard allocations. Travelers are responsible for off-loading baggage from privately owned and government vehicles and making it available to the carrier at their check-in point.

#### **F. SHIPMENT OF MILITARY IMPEDIMENTA**

Military impedimenta, as distinguished from articles included in the free baggage allowance under the MBA, transported in charter bus equipment, must be covered by the GTR/credit card covering group or individual movement.

#### **G. WEAPONS AND MUNITIONS**

1. Privately-Owned Weapons. Travelers are responsible to comply with all laws and regulations of the US, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition.

2. Government-Owned Weapons. Travelers using bus transportation must have the authority to carry weapons included in the travel orders. TOs are responsible to ensure travelers, commanders, and/or designated agents are briefed on all laws and regulations of the US, its

territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition. TOs must coordinate with carrier, station managers, and/or charter representatives on requirements and security.

3. See Appendix I for additional information.

## **H. REPORTS**

1. TO's are authorized to locally reproduce DD Form 1341 (See Figure 102-3) or may download the DD Form 1341 at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM> and will have them accessible for all travelers who travel on air, bus, and rail movements. Completed copies must be returned to the TO, who in turn must forward them to HQ MTMC/MTPP-AS, 200 Stovall Street, Alexandria, VA 22332-5000, for quality control purposes.

2. Bus Travel Data Reporting. Reporting requirement for bus travel data is contained in Appendix H.



## **CONTRACT AND CHARTER BUS TRANSPORTATION STANDARDS OF SERVICE**

Intercity buses used for group movements will afford passenger comfort needs as follows:

1. Seat Specifications. Passengers' seats will be of such design as to afford optimum comfort during movement and will:

a. Be upholstered with foam rubber or other material providing equivalent comfort, which will prevent contact with structural parts of the seat bottom or back. Seats with shifted or excessively worn cushioning will not be acceptable, even if they otherwise meet the requirements specified in this section.

b. Be equipped with two padded armrests of such density as will provide adequate vibration insulation and prevent the feel of any arm cap protuberance through the padding. They will be at least 1½ inches wide with one located at the wall side of the coach and the other located at the aisle side.

c. Be of minimum width of 37½ inches for double seats or two passengers and 16½ inches for single seats. Existing equipment configured at 34 inches for double seats is acceptable.

d. Be capable of reclining to 30 degrees, except for seats immediately ahead of lavatories or those in the extreme rear of the coach. The degree will be measured from a line perpendicular to the floor to a line tangent to the front surface of the seat back when fully reclined. The seat adjustment lever for each passenger will be located conveniently for use of the seated passenger and designed so it will not present a hazard to the occupant when seated or when entering or leaving the seat.

2. Seat Spacing. Measured parallel to the floor, seat spacing will not be less than 35 inches center to center. Existing equipment configured at 34 inches is acceptable. Where passengers' seats face a bulkhead, tire well, or other obstruction, a minimum of 22 inches legroom, as diagonally measured from the top forward edge of the seat cushion to the base of the obstruction, must be provided.

3. Aisles. Aisles will allow unobstructed passage to lavatory, doorways, and seats. They will be at least 12 inches wide measured parallel to the floor at all levels up to and including the armrest, and at least 17 inches wide above the armrest level. Aisle widths will be measured as the shortest distance between lines paralleling the longitudinal axis of the bus through the inboard edge of any seat or obstruction. Minor variances for seven seats (not over one inch) may be authorized by MTMC where not more than two aisle seats in successive rows per coach prevent compliance.

4. Coat Racks. Overhead rack space must be provided for coats, hats, and parcels.

### **Figure 104-1. Contract and Charter Bus Transportation Standards of Service**

5. Temperature Control. In areas and during seasons where required for the comfort of passengers, buses must be equipped with air conditioning and heating units. The interior temperature of the coach must be so controlled as to insure passenger comfort at all times regardless of seasonal weather conditions.

6. Cleanliness and Serviceability of Equipment. Prior to departure of equipment from the garage point, it must be serviced so as to be in proper operating condition. The interior and exterior must be thoroughly cleaned.

7. Headrest Covers. Clean and sanitary headrest covers of paper, cloth, or plastic must be supplied for each seat, except in the case of seats expressly designed and manufactured to eliminate the use of detachable headrest covers.

8. Lighting. Buses must be equipped with adequate lighting to serve the needs of individual passengers.

9. Food Service.

a. Meal Stops. Either the Carrier assigned a movement, or the designated Carrier if more than one Carrier is involved, will have the responsibility for arranging clean and sanitary meal stops. When the office requesting movement arranges prior meal stops, the Carrier will be advised. Local unit contacts and local TOs will assist the Carrier on matters concerning meal stops and service when requested. Consideration must be given to the size of the group being moved, laws of the States through which the movement passes, and availability of accommodations. When routing group movements under delegated authority, TOs are encouraged to obtain competitive bids for meal service for groups using meal tickets.

b. Meal hours. Normally, meal hours will be as provided below, but consideration must be given to the time of feeding prior to departure and the advisability of spacing the meals approximately 4 to 5 hours apart. Normal meal periods are defined by serving times as follows:

(1) Breakfast is from 0600 through 0730 hours.

(2) Lunch is from 1130 through 1300 hours.

(3) Dinner is from 1700 through 1830 hours.

c. Alcoholic beverages. Alcoholic beverages will not be served aboard buses.

10. Briefing of Passengers.

a. Each carrier must brief the person in charge regarding route to be followed, stops enroute, and other service items.

**Figure 104-1. Contract and Charter Bus Transportation  
Standards of Service (Cont'd)**

b. During movement, the person in charge must be briefed concerning irregular events that occur and all reasons for delays or other interruptions to movement.

11. Delivery of Passengers. Intermodal Movements. Groups transported to airports, military airfields, or railroad stations will be delivered at such specified time determined necessary by MTMC or the responsible TO to accomplish timely transfer.

12. Nonsmoking Section. A nonsmoking section within each bus will be designated IAW carrier practices.

13. Restrooms. Restrooms must be clean, sanitary, and functional. Restrooms must be supplied with toilet tissue, soap, paper towels, and fresh wash water, or towelettes in lieu of soap and water, during the entire journey.

**Figure 104-1. Contract and Charter Bus Transportation  
Standards of Service (Cont'd)**

## CHAPTER 105

### **RAIL TRANSPORTATION**

#### **A. GENERAL**

1. Standards. Standards for rail service must comply with the Military Rail Agreement (MRA) on file at MTMC. The rail agreement is available at the following Internet address: <https://www.mtmc.army.mil>, then select Passenger, Carriers & Programs, and Rail Carriers or by contacting HQ MTMC, ATTN:MTTP-AS, 200 Stovall Street, Alexandria, VA 22332-5000. In overseas areas, theater commanders must establish standards IAW host country agreements and conventions.

2. Authority. Except as otherwise specifically provided in travel orders, accommodations by rail transportation must be provided to members and DOD civilian employees as determined by the TO (See JFTR par. U3135, Train Transportation, and JTR par. C2203, Accommodations On Trains). Rail should be provided only when it meets mission requirements and is the most cost effective mode taking into consideration best value such as travel time, per diem, and miscellaneous expenses.

#### **B. ROUTING AUTHORITY**

Air is the preferred mode of travel unless the orders issuing authority specifies otherwise in traveler's orders. When rail is the selected mode of travel, all routings will be done by the TO. TOs have the option of requesting assistance from USTRANSCOM/MCC or overseas agency.

#### **C. BAGGAGE**

Under the MRA, the checked baggage allowance for each person must be IAW the carrier's tariff. In overseas areas, the allowance may vary by carrier. Excess baggage may be carried when specifically authorized in the travel order. Travelers are responsible for off-loading baggage from privately owned and government vehicles and making it available to the carrier at their check-in point.

#### **D. GOVERNMENT-OWNED ANIMALS**

Government-owned animals, when accompanied by an attendant holding a valid travel document or ticket, will be shipped in containers as excess baggage.

#### **E. MILITARY IMPEDIMENTA**

Military impedimenta, as distinguished from articles included in the free baggage allowance under the Tender of Service and the baggage tariffs of carriers in connection with troop movements, handled in a passenger train service must be covered by a government travel card or a centrally billed account. BLs must be endorsed in the "routing via" space to indicate "Passenger Train Service Required".

## **F. WEAPONS AND AMMUNITION**

1. Privately-Owned Weapons. Travelers must comply with all laws and regulations of the US, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition.

2. Government-Owned Weapons. Travelers using rail must have the authority to carry weapons included in the travel orders. TOs are responsible to ensure travelers, commanders, and/or designated agents are briefed on all laws and regulations of the US, its territories, foreign countries, and local municipalities with regard to possession, carrying, and shipping of weapons and ammunition. TOs must coordinate with carrier, station managers, and/or charter representatives on requirements and security.

3. See Appendix I for additional information.

## **G. RAIL TRAVEL DATA REPORTING**

Reporting requirements for rail passenger travel are contained in Appendix H.

## **CHAPTER 106**

### **RENTAL CAR AND TRUCK SERVICES**

#### **A. GENERAL**

This Chapter provides instructions and guidance for the selection of rental vehicles by individual travelers, TOs, or CTOs when authorized in travel orders or similar official documentation. Many rental companies have agreements with MTMC that provide special rates. The car and truck rental agreement, list of approved vendors, and updates are available at the following Internet address: <https://www.mtmc.army.mil>, then select Passenger, Carriers & Programs, and Car Rental Carriers or Truck Rentals or by contacting HQ MTMC, ATTN: MTPP-AS, 200 Stovall Street, Alexandria, VA 22332-5000. These provisions do not apply when motor vehicles are leased or rented by an activity to fill or augment established allowances for administrative use vehicles.

#### **B. POLICY**

1. Travel Orders. A statement authorizing the rental of commercial vehicles must be contained in travel orders or similar official documentation to expedite processing at rental locations.

2. Selecting Rental Vehicles. When selecting commercially rented vehicles, TOs, CTOs, and travelers must select the lowest cost rental service that meets the member's official requirements. It is mandatory to obtain rental vehicle reservations through the CTO, when available. Generally, this must be a commercial rental vehicle available under MTMC-negotiated agreements. Rental companies having a negotiated agreement with MTMC should be used, unless another rental company can provide better service at a lower cost and abides by the same rules/guidance contained in the MTMC-negotiated car and truck rental agreement. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.

3. Justification. Travelers disregarding rental vehicle arrangements made by a TO or CTO may be required to provide justification for additional rental vehicle cost before reimbursement is allowed.

4. Jurisdiction. MTMC administers the US Government Car/Truck Rental Agreement. Only MTMC and or USTRANSCOM may take administrative action such as a government wide non-use on an approved car or truck rental company.

#### **C. ARRANGING FOR RENTAL**

1. Government Rates. Many rental vehicle companies have agreements with MTMC that provide special rates for government travelers.

a. Individuals may obtain these rates by presenting travel orders or similar official documentation or their government-sponsored travel card.

b. Names of companies participating in the rental car program, current maximum rates offered and terms and conditions of the US Government Car Rental Agreement are published in the Official Airline Guide (OAG) Official Traveler, Travel Guide, Government and Military Edition, and Patriot Systems' Authorized Travel Directory.

## 2. Credit Cards.

a. Payment for vehicle rental services must be made with an individually issued government travel card, unit card, or cash. GTRs must not be used to pay for rental vehicles.

b. "Authorized Representative" credit cards issued by rental vehicle companies to government agencies must not be used to procure services in connection with DOD-sponsored travel.

## 3. Identification and Payment.

An employee's official travel status is authenticated when a Travel Order, Authorization or Government charge card is presented when picking up the rental vehicle. Prior reservations are recommended but not required. Employees may pay for rentals using cash, personal check or credit card. However, when renters use their official Government card as identification of official travel status, the cost of the rental will be charged to that card. Acceptance of a Government charge card is mandatory for rentals under this agreement. For employees without a Government charge card or personal credit card, cash deposits up to the estimated amount of rental charges may be required. This amount will be based on the lesser of the daily, weekly, or monthly rate plus any applicable sales tax. Any refund due will be paid in cash or check as soon as possible after return of the vehicle. Precharging charge cards with the estimated amount of the rental and making adjustments when the vehicle is returned is strictly prohibited. Precharging charge card accounts are grounds for placing a company in immediate non-use. Rental vehicle charges may be applied to government managed centrally billed accounts; however, this procedure requires prior coordination between the account manager and the rental company.

## **D. INSURANCE**

1. Coverage. Liability coverage, as well as full comprehensive and collision coverage, must be IAW negotiated agreements. Neither the government nor the employee is liable for loss or damage to the vehicle unless the loss or damage is caused by the willful and reckless negligence of the employee and is an exception named in the US Government Car Rental Agreement. Australia, Germany, and the United Kingdom have mandatory non-waiverable excess fees. If a member declines insurance and an accident occurs, the member must pay the non-waiverable fee and file for reimbursement on the travel voucher. The charge must not exceed \$500.00 or the deductible amount in the car rental contract. NOTE: In order to obtain insurance coverage at no additional cost, the government rate must be used.

## 2. Claims.



a. The traveler must report any accident or incident to the DOD Component IAW their procedures.

b. When loss or damage is due to willful or reckless misconduct, the rental company must submit its bills directly to the employee's agency, and not to the employee.

c. The rental company may handle a claim directly with the government employee if the agency denies liability on the basis that at the time of the loss, the employee was not operating within the scope of employment.

3. Reimbursement. Reimbursement for personal funds paid for damage sustained by a rented vehicle while being used on other than official business is not authorized. Purchase of optional full coverage collision damage waiver is not reimbursable to the traveler, except under conditions specified in JFTR, par. U3415-C, Reimbursement for Special Conveyance Use, and JTR, par. C2102-D, Insurance on a Rented Automobile.

#### **E. OPERATOR PERMIT**

Travelers authorized to rent vehicles are required to possess a valid state or District of Columbia automobile driver's permit or license. An international driver's license, in conjunction with an unexpired US State or District of Columbia-issued driver's license, may be considered an allowable operator's permit.

#### **F. COMPLAINTS**

The traveler should first address complaints in connection with vehicles rented under MTMC-negotiated agreements at the rental vehicle location. If the traveler does not receive a satisfactory response, report the incident to the local TO. The TO should forward a written complaint to the vendor's government representative. The TO should also furnish MTMC/MTPP-AS a copy of the complaint. If the TO does not receive a satisfactory response, the package should be forwarded to MTMC/MTPP-AS for final resolution, IAW regulations of the military Services.

#### **G. CAR RENTAL DATA REPORTING**

Reporting requirements for car rentals are contained in Appendix H.

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## CHAPTER 107

### **PASSENGER MOVEMENT BY SHIP OR VESSEL**

#### **A. COMMERCIAL SHIP OR VESSEL TRANSPORTATION**

1. Commercial Ship or Vessel Transportation. Travel by ship or vessel to and/or from CONUS and OCONUS is not usually an authorized mode for transoceanic transportation. The normal means of accomplishing transoceanic travel is government or government-procured air. Specific authorization must be obtained for travel via ship or vessel IAW Paragraph A.2. below and the regulations of the DOD Components.

2. Authorization to Use Commercial Ship or Vessel. The use of commercial ships or vessels must be authorized or approved in extenuating or emergency situations by the order-issuing authority. Members may accompany their dependents that have medical validation, when they are authorized to use vessels. When transportation by vessel is authorized but a vessel of US registry cannot provide the transportation service required, transportation may be obtained aboard a vessel of foreign registry. (See JFTR, par. U3130-F, US Registry Ship Use and JTR, par. C2205-F, US Vessel Registry Use). Examples of extenuating/emergency situations are as follows:

- a. The travel may be completed only by use of ship or vessel.
- b. The travel can be performed more economically or efficiently by ship or vessel.
- c. Cognizant command medical authority certifies the traveler as medically unable to use air transportation and ship or vessel travel is the only reasonable alternative.

#### **B. USE OF COMMERCIAL FERRIES**

1. Mixed Mode. When a member/employee travels between two permanent duty stations and transoceanic travel is involved but the member/employee travels partly by privately owned conveyance and partly by ocean-going car ferries (circuitously or otherwise), the member/employee is entitled to reimbursement as per JFTR, par. U5116, PCS To, From, Or Between OCONUS Points and JTR, par. C2156, Permanent Duty Travel Involving Ocean-Going Car Ferries.

2. Non-US Flag Carriers. The travel orders must authorize travel by ocean-going car ferries. The certificate or memorandum required by JFTR, par. U3130, Commercial Ship Transportation and JTR, par. C2205, Commercial Ship Transportation as to non-availability of US registered carriers must be attached to the member's voucher for reimbursement.

#### **C. ARRANGING TRANSPORTATION VIA COMMERCIAL SHIP, VESSEL, AND/OR FERRY**

Traffic management personnel arrange for, and travelers use ships registered under US laws. Do not use premium-class accommodations. On ships with two or more accommodation classes,

use the lowest class ship accommodations. When US ships are not available, use foreign flag ships that satisfy the criteria of JFTR par. U3130 and JTR par. C2205. MTMC/MTPP-AS normally must make arrangements for the TO except in cases where travel is from overseas to CONUS, within overseas areas, or the use of the Alaska Marine Highway System. Local CTOs may be able to provide competitive prices for ocean movement.

## **CHAPTER 108**

### **BULK TICKET AND TOKEN PURCHASES**

#### **A. PURCHASING**

1. A single GTR/credit card transaction must be used to bulk purchase carrier tickets and tokens valid for individual travel. The number of tickets or tokens purchased must not exceed the normal requirement for a six-month period.
2. A Purchase Request and Commitment, DOD Purchase Card, or a requisition may be used to purchase, in bulk, identiplates, toll script, tokens, bridge tickets, and similar negotiable media for individual/group travel performing official business. The quantity purchased will not exceed a six-month requirement unless further constrained by Service/local regulations.

#### **B. PURCHASE CONDITIONS**

1. Ticket Purchase. Tickets and tokens may be purchased in bulk quantities when all of the following conditions exist:
  - a. A continuing requirement for travel between the same points.
  - b. The same mode and class of transportation is to be used.
  - c. A minimum of five tickets is required for use within a 60-day period.
  - d. The per capita net cost to the government does not exceed \$250 for each one-way or round-trip single fare exclusive of federal transportation tax.
2. GTR Purchase. The following must apply when a GTR is used to purchase tickets or tokens in bulk:
  - a. A GTR must be issued to the person who actually makes the purchase.
  - b. One GTR must be used for travel chargeable to a fiscal appropriation(s) of only one DOD Component.
  - c. Fiscal Entry Block. If a DOD Component uses more than one appropriation for the bulk purchase of tickets or tokens, indicate next to each appropriation the quantity of tickets or tokens chargeable to that appropriation.
  - d. Special Accommodation Block. Enter "Bulk Purchase".
3. Ticket Data. Tickets must contain all travel data prior to purchase except the traveler's name and travel date which must be entered by the TO when the ticket is issued.

## **C. SPECIAL INSTRUCTIONS**

1. Stamping Tickets. Unless stamped by the issuing carrier, tickets procured under the bulk ticket purchase plan must be stamped “US Government” and “Not Redeemable for Cash Except by the US Government”.

2. Record Requirement. A record must be maintained of each GTR issued for tickets or tokens purchased in bulk quantities and for individual tickets or tokens. Such records may be maintained as follows:

a. A copy of travel orders must be retained and annotated with the origin, destination, ticket or token number(s), and date issued to the traveler. A rubber stamp format may be used.

b. Travel orders must be filed with the GTR copy.

c. Receipt of tickets or tokens may be certified by the traveler’s signature in a ledger maintained for recording distribution.

d. Negotiable media issued from the Property Book level to a user/activity will require a form/format to be maintained indicating usage by an individual. At a minimum, the following essential data elements will be included:

(1) Date of issue.

(2) Name of individual to whom issued.

(3) Value of item.

(4) Serial number.

3. Internal Audit. Records of tickets and tokens procured by the quantity or bulk ticket and token purchase plan and issuance thereof, must be subject to internal auditing procedures prescribed by DOD Components.

## **D. TRAVEL PATTERN REVIEW**

TOs must periodically review travel patterns for possible application of bulk purchase procedures. TOs may contact MTMC/MTPP-SA, 200 Stovall Street, Alexandria, VA 22332-5000, to obtain special computer reports and analysis of passenger traffic data from specific activities to assist in identifying repetitive travel patterns.

